

**CHICOPEE HOUSING AUTHORITY**  
Agenda for the  
**REGULAR MEETING OF THE AUTHORITY**  
To be Held at  
7 Valley View Court

**February 13, 2008**

- 1. Roll call, Members of the Authority:**  
Call to order at: By:

Present:

Absent:

Chester Szetela  
Ruth Vanderlick  
Brian Hickey  
Charles Swider  
Bruce Socha

Also in attendance were the following: Secretary James Lynch, Assistant Executive Director, Patricia Murry, Modernization Coordinator Donald Dunn, Maintenance Operations Manager David Dymek and Carmen Estrada, Recording Secretary

- 2. Tenant Organization Input**
- 3. Reading of the Minutes of the Meeting held on January 9 & 23, 2008.**
- 4. Reading of the Correspondence.**
- 5. Payment of the Bills.**

A tabulation of those bills to be paid is contained in the Member's folders

- 6. Committee Reports.**

The Director of Finance has provided the following reports:

**7. OLD BUSINESS**

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**8. NEW BUSINESS**

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- A. The Chairman will give a report on the appointment of a Preliminary Screening Committee for the review of application for the position of Executive Director.
- B. HUD has issued guidance on the accounting for Section 8 Rental Subsidy funds held by housing authorities. Based upon these guidelines a money market account has been open for the purpose of identifying and restricting those specific funds held by the CHA. Bank resolutions have been prepared for the addition of this account.

Resolution required.

The Authority maintains a commercial liability insurance policy through the Housing Authority Risk Retention Group. The policy includes the commercial liability, public officials liability, mold and employment practices coverage. Renewal of this policy and payment of the annual premium of \$30,448.00 is recommended.

Resolution required.

- D. The Authority is in receipt of an invoice in the amount of \$29,271.00 from MHA Inc for their services related to the Tenancy Preservation Program. This invoice is in accordance with the terms of their contract.

Motion to pay.

- E. The Authority is in receipt of an invoice in the amount of \$6,093.31 from the firm of Hassett & Donnelly, PC for their services related to the DHCD Retained Risk Program. This invoice is in accordance with the terms of their contract.

Motion to pay subject to the approval of DHCD.

- F. The Authority is in receipt of an invoice in the amount of \$22,604.00 from the firm of JDL Incorporated for their services related to the repair of termite damage to certain buildings at the Cabot Manor Apartments, Project MA 8-1. This invoice is in accordance with the terms of their contract.

Motion to pay.

- G. (info) HUD has reassigned duties of headquarters staff. A chart indicating which HUD representatives are responsible for assisting, and overseeing the performance of the CHA is included in the Member's meeting packet.

H. Any other new business to come before the Board.

9. **ADJOURNMENT**

**The next REGULAR MEETING of the CHICOPEE HOUSING AUTHORITY  
will be held on February 27, 2008**